~~CONFIDENTIAL~~

Chief, Planning and Review Staff, ORR   14 December 1959

Chief, Industrial Division, ORR

IBM Runs of Analyst Time Distribution

REF. : St/PR's Memo, 30 November 1959

1. At the Division level, only limited use is made of the following two IBM runs which are developed from the weekly time sheets prepared by the analysts:

    a. Monthly Division Project Report (Branch Run), and
    b. Monthly Project Report

Both runs are useful in program planning and provide a convenient means of ascertaining quickly the number of hours charged to a specific project.

2. The other IBM runs mentioned in the referenced memo offer little of value to the Division office and are not used. *newly filed*

3. Whereas several branches in the Division have indicated the usefulness of specific IBM runs as management devices, it is felt that their effectiveness would be enhanced considerably if their accuracy were improved. It has been found that frequently there is a discrepancy between the figures reported by the analysts on their time sheets and the figures which appear in the finished runs, suggesting a carelessness in recording by the machine operators.

4. As requested, the individual branch responses are attached.

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